

5 FAH-2 H-450 DISSEMINATION AND FILES

(TL:TEL-1; 07-01-1998)

5 FAH-2 H-451 DISSEMINATION

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(Uniform State/USAID/USIA)

a. Dissemination is how telegrams are made available from the telegraphic circuit to the reader. Telegrams can be disseminated electronically from the telegraphic processor to user terminals or paper copies can be distributed into Message Distribution Lockers (MDLs) at the Post Communications Center. Regardless of how the telegrams are disseminated, IPC should provide only as many classified or administratively controlled telegrams as necessary to disseminate information on a need-to-know basis.

b. The IMO or IPO consults with post management to formulate dissemination patterns that best serve the mission. A database of dissemination symbols in the telegraphic processor is maintained by IPC personnel.

5 FAH-2 H-451.1 Reproduction

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

a. IPCs reproduce telegrams using a variety of methods depending on the size and needs of the post. At most IPCs telegrams are reproduced by sending a message from the telegraphic processor to a laser printer. Based on consultations with post management, the IMO or IPO decides how many paper copies to issue. At smaller posts some offices maintain a reading file, shared among post personnel.

b. To keep accumulated file holdings (paper and magnetic) to a minimum, the Records Officer should regularly review post's file holdings and provide guidance to mission offices on records destruction and retirement. See 5 FAH-4, *Records Management Handbook*, for more information.

5 FAH-2 H-451.2 Electronic Dissemination

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(Uniform State/USAID/USIA)

a. Users can receive telegrams electronically in a Classified Local Area Network (C-LAN) or in CIHS (Classified Information Handling System) configurations. Refer to the user guides for post's equipment and follow established post procedures for clearing telegrams for transmission and dissemination. Maintain these procedures in the IPC SOP.

b. Transmission facilities that process a high volume of paper copies use configurations with photocopiers and collators connected via electronic interfaces to the central telegraphic processor.

5 FAH-2 H-452 POST FILES

5 FAH-2 H-452.1 File Maintenance Considerations

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(Uniform State/USAID/USIA)

Each office at post maintains its own magnetic media and paper files, organized according to TAGS and Terms. The number of files held should be the minimum amount necessary to perform operations. The RSO provides guidance concerning volume of file holdings for each office, based on the time it would take to destroy the files in an emergency. The destruction time for each office is included in post's Emergency Action Plan.

5 FAH-2 H-452.2 Storage

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(Uniform State/USAID/USIA)

According to 12 FAH-6, *OSPB Security Standards and Policy Handbook*, where there is a 24-hour cleared U.S. presence, secret and confidential information must be stored in a GSA-approved container with a GSA-approved, built-in, three-position, dial-type, combination lock; the container must be located in an approved vault, secure room, or controlled access area; and the area must be alarmed. Secret and confidential information may be stored in a barlock container with a GSA-approved, three-position, dial-type, combination lock only when the container is located in a vault.

5 FAH-2 H-453 IPC FILES

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(Uniform State/USAID/USIA)

a. IPC maintains subject files pertinent to its operations. The IPC files should include permanent retention files of host government radio rights, installation or upgrade files for the IPC facility and all equipment. The storage regulations in 5 FAH-2 H-452.2 also apply to secret and confidential material in the IPC.

b. Incoming and outgoing telegrams are stored on magnetic tapes or disks. Retention time depends on post needs, the capacity of the storage media and the IPC storage facilities for the media.

5 FAH-2 H-453.1 Special Captioned Telegrams

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(Uniform State/USAID/USIA)

According to 5 FAH-4, *Records Management Handbook*, NODIS, EXDIS and action copies of AGREEMENT, DIRGEN, DISSENT and ROGER CHANNEL telegrams must be maintained in the IPC separately from other files. The Records Officer, in consultation with post management, should establish procedures for handling these telegrams, and include the procedures in IPC's SOP. Examples of post procedures include coversheets, sign-out logs or special shared folders.

5 FAH-2 H-453.2 Top Secret Files

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(Uniform State/USAID/USIA)

a. IPC maintains the top secret files for the post, per 12 FAM 535. Use Form DS 1902, Top Secret Access Control Form, to record the signatures of top-secret-cleared personnel who read top secret documents.

b. Where there is a 24-hour cleared U.S. presence, top secret material must be stored in a GSA approved container with a GSA approved, built in, three position, dial type, combination lock, and the container must be located in an alarmed vault, per 12 FAH-6, *OSPB Security Standards and Policy Handbook*.

c. If top secret documents are processed telegraphically, IPC must print a paper copy for dissemination and alter the transmission telegram so that the body of the message is deleted and only the header is stored on the electronic media. Follow the specific instructions for post's telegraphic processor to edit top secret text from the telegraphic database.

5 FAH-2 H-454 THROUGH H-459 UNASSIGNED